

# Infinite Campus: LEAD Reports

Report Release date: 10/12/2022

## Quick Reference Card

Last Updated: 10/11/2022

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**Custom Report: LEAD Data** - The purpose of the Local Education Assignment Data (LEAD) reports is to provide a view of the Infinite Campus data that is being used by the Kentucky Educator Certification System (KECS). These reports return the classes, staff, schoolwide, and caseload data that was last delivered to KECS for all calendars of schools with State Classifications of A1, A2, A3, A4, A5, A6, A7, A8, B1, B2, C1, C2 and D1. Changes made in Infinite Campus will not be reflected until the following week after the weekly refresh.

These reports contain sensitive information and should be handled appropriately. If sharing the assessment scores with others, remove sensitive data elements.

**Selection Criteria:** To generate a report, use the Campus Toolbar to select the current year and desired school(s) and select the Report Type. The Classes report may take several minutes to generate for All Schools in large districts. For the Detail Report, enter the SectionID desired. The Caseload Report is a district level report and ignores the school selection. Click the Generate Report button.

**KDE Contact:** [Scott Tremoulis](#), Office of Educator Licensure and Effectiveness

**Pathway:** KY State Reporting | KDE Reports | LEAD Data

### **Report criteria and output information:**

**Classes Report** contains one row per active course section with primary teacher information, counts of students scheduled on the last day of a section by primary disability, student groups, race/ethnicity, and grade level for students.

**Staff Report** lists all staff with active employment records and active assignments per school including the assignment type.

**Caseload Report** produces a district level list of Special Education case managers with caseload counts by primary disability, student groups, race/ethnicity, and grade level.

**Schoolwide Report** produces aggregate distinct counts of students scheduled in one or more classes by primary disability, student groups, race/ethnicity, and grade level.

**Detail Report** returns student level detail for the specified sectionID when student level data is needed to troubleshoot an issue from the Classes Report or to identify the student(s) reporting as general population when LEAD reports “More than 25% of students for the special education course are general population” issues.

## Report Samples: The reports will generate in Excel.

### Classes Report

Date Time Generated	End Year	District Number	District Name	School Number	School Name	State Classification	Calendar Name	Schedule Structure Name	Course Number	Course Name	Section Number	Section ID	State Course Code	Core Content	Teaching Method	Instructional Setting	Section Special Type	KTS Exchange	Responsive	Primary Teacher Person ID	Primary Teacher First Name	Primary Teacher Last Name													
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	304021b	APPLIED PHYS SCI	1	147677	304021		01	01	05	0	0	39258	SPED	Teacher1													
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	609993	ENGLISH III	1	147621	609993		01	01	05	0	0	39794	SPED	Teacher2													
10/10/2022 4:43	2023	999	District	345	B Elementary	A1	22-23 B Elementary	Main	702020	INT. LANGUAGE ARTS	15	135971	702020		01	01	02	0	0	1397	Elem	Teacher													
10/10/2022 4:43	2023	999	District	123	Alternative	A5	22-23 Alternative	Main	901001	Homeroom	1	147806	901001		01	01	02	0	0	8312	Alt	Teacher													
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	9099991	LIBRARY ASSISTANT	1	147723	909999		01	01	01	0	0	8252	HS	Teacher													
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	020511	VETERINARY SCIENCE	1	147698	020511		01	01	01	0	0	41032	CTE	Teacher													
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	800500	Craft or Gattton Academy	1	147240	800500		12	03	01	0	0																
10/10/2022 4:43	2023	999	District	333	Middle School	A1	22-23 Middle School	Main	270203	MATH 8	6	143780	270203		01	01	01	0	0	26425															
10/10/2022 4:43	2023	999	District	888	A Elementary	A1	22-23 A Elementary	Main	702020	INT. LANGUAGE ARTS	13	135602	702020		01	01	05	0	0																
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	001	Fall Athletic Eligibility	1	147878	909999		01	01	01	0	0																
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	NUTR 101 MSU	NUTR 101 MSU NUTR./WELL BEING	1	147892	200415		12	05	01	0	0	8252	Library Media	Specialist													
10/10/2022 4:43	2023	999	District	222	High School	A1	22-23 High School	Main	POL 101 ACTC	POL 101 INTRO TO POLI SCI ACTC	1	147247	451030		12	05	01	0	0	8252	Library Media	Specialist													
10/10/2022 4:43	2023	999	District	888	A Elementary	A1	22-23 A Elementary	Main	703001	ELEMENTARY HOMEROOM	1	135584	703001		01	01	01	0	0	1988	Vacancy	Placeholder													
Low Grade	High Grade	Total Count	General Count	SPED 13 Autism Count	SPED 11 Deaf Blind Count	SPED 15 Developmentally Delayed Count	SPED 07 Emotional Behavior Disability Count	SPED 02 Functional Mental Disability Count	SPED 04 Hearing Impaired Count	SPED 01 Mild Mental Disability Count	SPED 12 Multiple Disabilities Count	SPED 08 Orthopedically Impaired Count	SPED 09 Other Health Impaired Count	SPED 10 Specific Learning Disability Count	SPED 05 Speech Language Count	SPED 14 Traumatic Brain Injury Count	SPED 06 Visually Impaired Count	English Learner Count	Gifted Count	Migrant Count	Preschool Count	Home Hospital Attendance Group Count	Section End Date	Male Count	Female Count										
11	11	13	2	4	0	0	4	0	0	3	0	0	0	0	0	0	0	0	2	0	0	0	05/26/2023	9	4										
11	11	3	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	05/26/2023	1	2										
00	05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	05/26/2023	0	0										
07	07	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	05/26/2023	1	0										
12	12	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	05/26/2023	2	0										
10	12	8	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	05/26/2023	2	6										
12	12	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	05/26/2023	0	1										
08	08	25	20	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	05/26/2023	13	12										
00	05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	05/26/2023	0	0										
09	12	205	117	1	0	0	1	0	0	1	0	0	2	3	1	0	0	0	80	0	0	0	05/26/2023	109	96										
12	12	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	12/16/2022	0	1										
07	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	05/26/2023	0	0										
00	05	14	13	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	05/26/2023	7	7										
			Hispanic or Latino Ethnicity Count	American Indian or Alaska Native Count	Asian Count	Black or African American Count	Two or More Races Count	Native Hawaiian or Other Pacific Islander Count	White Count	Eco Non Dis Count	Eco Dis Count	Homeless Count	Foster Care Count	Military Connected Count	Alternative Education ILPA Count	Grade 95 Count	Grade 96 Count	Grade 97 Count	Grade 98 Count	Grade 99 Count	Grade 00 Count	Grade 01 Count	Grade 02 Count	Grade 03 Count	Grade 04 Count	Grade 05 Count	Grade 06 Count	Grade 07 Count	Grade 08 Count	Grade 09 Count	Grade 10 Count	Grade 11 Count	Grade 12 Count	Grade 14 Count	
			1	0	0	1	1	0	10	3	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	0	0		
			0	0	0	0	0	0	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0		
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
			0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	
			0	0	0	0	0	0	8	3	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	2	0	0	
			0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
			2	0	0	0	1	0	22	13	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	0	0	0	0	
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
			3	0	1	8	22	0	171	140	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76	46	48	35	0	0	
			0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			1	0	0	0	0	0	13	4	10	0	0	0	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Staff Report

Date Time Generated	End Year	Person ID	District Number	School Number	EPSB ID	First Name	Middle Name	Last Name	Type	Alt Type	Teacher Role	Special Ed Role	Staff Comments
10/10/2022 4:43	2023	41032	999	222		CTE		Teacher	01		TRUE	FALSE	
10/10/2022 4:43	2023	2649	999	000		Not EPSB	Certified	Staff	07	ONP	FALSE	FALSE	
10/10/2022 4:43	2023	39258	999	222		SPED		Teacher1	01		TRUE	FALSE	Application submitted
10/10/2022 4:43	2023	39794	999	222	75934	SPED		Teacher2	01		TRUE	TRUE	
10/10/2022 4:43	2023	8252	999	222	12565	Library Media		Specialist	06		TRUE	FALSE	
10/10/2022 4:43	2023	1988	999	888	261	Vacancy		Placeholder	06		TRUE	FALSE	

## Caseload Report

Date Time Generated	End Year	District Number	District Name	Case Manager Person ID	Case Manager First Name	Case Manager Last Name	Low Grade	High Grade	Total Count	General Count	SPED 13 Autism Count	SPED 11 Deaf Blind Count	SPED 15 Developmentally Delayed Count	SPED 07 Emotional Behavior Disability Count	SPED 02 Functional Mental Disability Count	SPED 04 Hearing Impaired Count	SPED 01 Mild Mental Disability Count	SPED 12 Multiple Disabilities Count	SPED 08 Orthopedically Impaired Count	SPED 09 Other Health Impaired Count	SPED 10 Specific Learning Disability Count	SPED 05 Speech Language Count	SPED 14 Traumatic Brain Injury Count	SPED 06 Visually Impaired Count	English Learner Count	Gifted Count	Migrant Count					
10/10/2022 5:46	2023	999	District	41805			99	05	21	0	0	0	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0					
10/10/2022 5:46	2023	999	District	0			97	10	11	0	4	0	1	3	0	0	1	0	0	0	0	2	0	0	0	1	0					
10/10/2022 5:46	2023	999	District	39794	SPED	Teacher2	09	14	9	0	4	0	0	0	2	0	0	3	0	0	0	0	0	0	0	0	0					
Male Count	Female Count	Hispanic or Latino Ethnicity Count	American Indian or Alaska Native Count	Asian Count	Black or African American Count	Two or More Races Count	Native Hawaiian or Other Pacific Islander Count	White Count	Eco Non Dis Count	Eco Dis Count	Homeless Count	Foster Care Count	Military Connected Count	Grade 95 Count	Grade 96 Count	Grade 97 Count	Grade 98 Count	Grade 99 Count	Grade 00 Count	Grade 01 Count	Grade 02 Count	Grade 03 Count	Grade 04 Count	Grade 05 Count	Grade 06 Count	Grade 07 Count	Grade 08 Count	Grade 09 Count	Grade 10 Count	Grade 11 Count	Grade 12 Count	Grade 14 Count
16	5	2	0	0	1	2	0	16	0	21	0	1	0	0	0	0	0	1	5	2	1	4	5	3	0	0	0	0	0	0	0	0
8	3	2	0	0	0	1	0	8	6	5	0	0	0	0	0	1	0	0	0	3	1	0	0	1	0	1	2	2	0	0	0	0
5	4	0	0	0	0	1	0	8	3	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3	1	2			

## Schoolwide Report

Date Time Generated	End Year	District Number	School Number	District Name	School Name	State Classification	Low Grade	High Grade	Total Count	General Count	SPED 13 Autism Count	SPED 11 Deaf Blind Count	SPED 15 Developmentally Delayed Count	SPED 07 Emotional Behavior Disability Count	SPED 02 Functional Mental Disability Count	SPED 04 Hearing Impaired Count	SPED 01 Mild Mental Disability Count	SPED 12 Multiple Disabilities Count	SPED 08 Orthopedically Impaired Count	SPED 09 Other Health Impaired Count	SPED 10 Specific Learning Disability Count	SPED 05 Speech Language Count	SPED 14 Traumatic Brain Injury Count	SPED 06 Visually Impaired Count	English Learner Count	Gifted Count	Migrant Count	Alternative Education ILPA Count	Male Count	Female Count		
10/10/2022 5:47	2023	999	123	District	Alternative School	A5	07	11	10	6	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	1	0	8	6	4	
10/10/2022 5:47	2023	999	222	District	High School	A1	08	14	903	524	22	0	0	21	7	0	20	6	0	30	16	1	0	1	0	266	0	0	464	439		
10/10/2022 5:47	2023	999	333	District	Middle School	A1	06	08	693	478	11	0	0	14	4	1	18	4	1	31	17	8	0	0	0	112	0	0	349	344		
10/10/2022 5:47	2023	999	345	District	B Elementary	A1	00	05	293	209	9	0	13	8	0	0	6	1	0	7	6	20	0	0	1	14	0	0	138	155		
10/10/2022 5:47	2023	999	444	District	H Elementary	A1	00	05	324	254	3	0	13	6	0	0	9	0	1	7	3	22	0	0	2	5	0	0	171	153		
10/10/2022 5:47	2023	999	555	District	W Elementary	A1	00	05	358	293	1	0	8	1	0	0	3	0	0	8	9	15	0	0	0	21	0	0	163	195		
10/10/2022 5:47	2023	999	750	District	Head Start	A4	97	99	195	162	6	0	20	0	0	1	0	0	0	0	0	5	0	1	0	0	0	99	96			
10/10/2022 5:47	2023	999	777	District	T Elementary	A1	00	05	302	203	25	0	12	3	0	0	5	1	0	7	7	18	0	1	0	21	0	0	160	142		
10/10/2022 5:47	2023	999	888	District	A Elementary	A1	00	05	213	170	1	0	5	0	0	1	3	0	0	5	5	13	0	2	0	8	0	0	112	101		
	Hispanic or Latino Ethnicity Count	American Indian or Alaska Native Count	Asian Count	Black or African American Count	Two or More Races Count	Native Hawaiian or Other Pacific Islander Count	White Count	Eco Non Dis Count	Eco Dis Count	Homeless Count	Foster Care Count	Military Connected Count	Grade 95 Count	Grade 96 Count	Grade 97 Count	Grade 98 Count	Grade 99 Count	Grade 00 Count	Grade 01 Count	Grade 02 Count	Grade 03 Count	Grade 04 Count	Grade 05 Count	Grade 06 Count	Grade 07 Count	Grade 08 Count	Grade 09 Count	Grade 10 Count	Grade 11 Count	Grade 12 Count	Grade 14 Count	
	1	0	0	0	1	0	8	1	9	0	1	0	0	0	0	0	0	0	0	0	0	1	0	6	2	0	0					
	45	0	5	31	77	0	745	416	487	7	7	0	0	0	0	0	0	0	0	0	4	259	219	245	172	4						
	35	0	4	25	48	0	581	257	436	17	7	1	0	0	0	0	0	0	0	0	234	228	231	0	0	0	0	0	0	0	0	0
	10	0	0	5	17	1	260	78	215	1	3	0	0	0	0	0	42	51	47	45	63	45	0	0	0	0	0	0	0	0	0	0
	27	1	0	14	32	0	250	19	305	9	3	0	0	0	0	0	71	56	35	57	55	50	0	0	0	0	0	0	0	0	0	0
	9	0	3	7	22	0	317	165	193	3	4	0	0	0	0	0	60	60	48	55	58	77	0	0	0	0	0	0	0	0	0	0
	5	0	4	5	25	0	156	53	142	0	1	0	0	0	3	57	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2	0	0	17	21	0	262	106	196	12	3	0	0	0	0	0	47	61	53	47	53	41	0	0	0	0	0	0	0	0	0	0
	10	0	0	5	20	0	178	69	144	2	3	1	0	0	0	0	29	50	37	34	32	31	0	0	0	0	0	0	0	0	0	0

## Detail Report

Date Time Generated	End Year	Section ID	District Number	District Name	School Number	School Name	State Classification	Calendar Name	Schedule Structure Name	Calendar Structure Low Grade	Calendar Structure High Grade	Last Instructional Day	Course Number	Course Name	Section Number	State Course Code	Core Content	Teaching Method	Instructional Setting	Section Special Type	KTS Exchange	Responsive	Primary Teacher Person ID	Section Start Date	Section End Date
10/10/2022 5:25	2023	147621	999	District	222	High School	A1	22-23 High School	Main	07	14	05/26/2023	609993	ENGLISH III	1	609993		01	01	05	0	0	39794	08/17/2022	05/26/2023
10/10/2022 5:25	2023	147621	999	District	222	High School	A1	22-23 High School	Main	07	14	05/26/2023	609993	ENGLISH III	1	609993		01	01	05	0	0	39794	08/17/2022	05/26/2023
10/10/2022 5:25	2023	147621	999	District	222	High School	A1	22-23 High School	Main	07	14	05/26/2023	609993	ENGLISH III	1	609993		01	01	05	0	0	39794	08/17/2022	05/26/2023

  

State ID	Gender	Race Ethnicity	Roster Start Date	Roster End Date	Primary Disability in Section	enrollment ID	Grade	Service Type	Enrollment Start Date	Enrollment End Date	Enrollment Start Status	Enrollment End Status	Primary Disability Enrollment	English Learner	Gifted	Migrant	Economically Disadvantaged	Homeless	Foster Care	Military Connected	Home Hospital Attendance Group	Alternative Education ILPA	Case Manager Person ID
1	F	6	08/25/2022			75374	11	P	08/25/2022		E01			0	0	0	0	0	0	0	0	0	39794
2	F	6	08/23/2022		12	75024	11	P	08/23/2022		E01		12	0	0	0	0	0	0	0	1	0	39794
3	M	6			13	72035	11	P	08/17/2022		E01		13	0	0	0	1	0	0	0	0	0	39794

### Suggested report uses:

Note: Recommend adding filter in excel before reviewing data. Highlight column headings (header row) and select the filter option. The down arrow icon in each column provides filter options available.

#### Classes Report

- To identify teachers that LEAD will report as “No staff record found”, filter on **Primary Teacher Person ID** is not (Blanks) and **Primary Teacher Last Name** is (Blanks). These teachers do not have an active District Employment record and an active District Assignments record for this school.
  - If the teacher is no longer teaching this section, update the primary teacher on the section’s Staff History record.
  - Use the personID to update or add a new District Employment record to reflect the dates the teacher was employed. Leave the end date blank if currently employed.
  - Use the personID to update or add a District Assignments record to reflect the dates the teacher was assigned to the school.
- To identify sections without a Primary Teacher assigned, filter on **Primary Teacher Person ID** is (Blanks)
  - Special scenarios
    - If the teaching position is vacant, assign a vacancy placeholder as the primary teacher per the guidance in the [Census, Staff Information](#) data standard.
    - To identify placeholder courses, filter on **State Course Code** of 800500, 909995, 950001 and 960001, assigning the guidance counselor as the primary teacher may be the appropriate choice since these are placeholder courses.
    - To identify college offered dual credit courses, filter on **Teaching Method** of 12, assign the college professor placeholder as the primary teacher per the guidance in the [Census, Staff Information](#) data standard.
- To identify sections that may no longer be needed, filter on **Total** is 0, this section has no students scheduled on the section end date but may have been active at one time. If no students have been in or will be in the section this year, unchecking the Active indicator will remove it from the LEAD data next week.

- To identify courses using a state code that requires the core content to be specified, filter on **State Course Code** is any of 165698, 230168, 230170, 230171, 499901, 499910, 499915 or 909999. If core content is not selected on the section record, LEAD will report a “Content required for course code: Not provided” error. LEAD will check the teacher’s certification for the provided content area.
  - Content code 507: Non-instructional content will not match any certification. Courses setup for tracking groups of students for activities, clubs, sports, testing groups, planning, etc. should state course code **909995: Roster Only Non-Instructional** (new in 2022-23) and assign a primary teacher with a valid EPSB ID.
  - Content code 509: Varies will not match any certification. The appropriate content code should match what is being taught.
    - For state course code 230171: AP Research, a school may have one section with 40: Applied Mathematics, another with 27: Chemistry, another with 102: World Civilization and another with 502: Literacy each lead by an appropriately certified teacher.
    - For state course code 165698: World Languages Technical Language, a school may have one section with 89: Spanish and another with 90: German each lead by an appropriately certified teacher.
- To identify special education classes with student(s) reporting as general population, filter on **Section Special Type** is 05 and **General** is greater than 0. LEAD allows up to 25% of the total to be general population to allow time for special education processes to be completed for new students.
  - If this a general education course, change the section’s **Special Type** to 01: None.
  - If this a special education course, work with the Director of Special Education to correct issues identified by the [QA SPED](#) Error report.
- To review alternative classes for an onsite alternative education program, filter on **State Classification** is not A5 or A6 and **Section Special Type** is 02.
  - If this a not an alternative classroom, change the section’s **Special Type** to the appropriate option.
  - If alternative classrooms are missing, update the section’s **Special Type** to 02: Alternative Classroom.
  - To review counts of alternative school students with an active ILPA, compare **Total** and **Alternative Education ILPA Count**. The Individual Learning Plan Addendum (ILPA) is required for students placed long-term in an onsite alternative educational program for more than 10 consecutive school days. An Individual Education Plan (IEP) can fulfill this requirement. See the [ILPA data standard](#) for additional guidance.
- **Staff Report**
  - To identify EPSB certified staff without an EPSB ID on the District Employment record, filter on **EPSB ID** is (Blanks) and on **Type** is 01, 02, 03, or 06. These types should only be used for EPSB certified staff and the placeholder records per the guidance in the [Census, Staff Information](#) data standard.
    - If the staff member is EPSB certified, add the EPSB ID to the License Number of the active District Employment record.
    - If the staff member is not EPSB certified, update the District Assignments record to the appropriate type.



- To review speech therapists, filter on **Type** is 05.
  - If the speech therapist is EPSB certified and the EPSB ID field is blank, add the EPSB ID to the License Number of the active District Employment record.
  - If the speech therapist is not EPSB certified and the EPSB ID field is blank, this is acceptable.
  - If speech therapists are missing, update the District Assignments record to Type 05: Speech Therapist.
- To review other staff that may be EPSB certified, filter on **Type** is 04 or 07 and **Teacher Role** is True. These types should be used for staff that to not require EPSB certification.
  - If the staff member is an EPSB certified teacher, college professor or a placeholder record, update the District Assignments record to Type 01: Teacher.
  - If the staff member is not EPSB certified such as instructional assistants, no changes are needed.
- **Caseload Report**
  - To identify case managers that LEAD will report as “No staff record found”, filter on **Case Manager Last Name** is (Blanks) and **Case Manager Person ID** is not 0. These case managers do not have an active District Employment record and an active District Assignments record.
    - Use the personID to update or add a new District Employment record to reflect the dates the case manager was employed. Leave the end date blank if currently employed.
    - Use the personID to update or add a District Assignments record to reflect the dates the case manager was assigned to each school.
  - To determine the number of special education student(s) who do not have a special education case manager, filter on **Case Manager PersonID** is (Blanks) and review the Total.
    - Work with the Director of Special Education to assign a special education case manager to the students identified by the [QA SPED](#) Error report.
  - To identify students who are assigned to a special education case manager and reporting without a disability, filter on **General** is greater than 0.
    - Notify the case manager to review the [Special Ed Caseload](#) for students with unlocked or expired IEPs or missing primary disability.
  - Review the number of students assigned to each case manager and counts by primary disability.
- **Schoolwide Report**
  - To review the aggregate distinct counts of students scheduled in one or more classes by primary disability, student groups, race/ethnicity, and grade level.
  - To review schools with students identified as English Learner, filter on **English Learner Count** greater than 0.
  - To review schools with students identified as Gifted and Talented, filter on **Gifted Count** greater than 0.

- To review counts of alternative school students with an active ILPA, filter on **State Classification** is A5 or A6.
  - Compare **Total** and **Alternative Education ILPA Count**. The Individual Learning Plan Addendum (ILPA) is required for students placed long-term in an offsite alternative educational program for more than 10 consecutive school days. An Individual Education Plan (IEP) can fulfill this requirement. See the [ILPA data standard](#) for additional guidance.
- **Detail Report**
  - To identify the student(s) reporting as general population for a sectionID that LEAD reports as “More than 25% of students for the special education course are general population”, filter on **Primary Disability in Section** is (Blanks).
    - Work with the Director of Special Education to correct any issue with the student’s special education records.
  - To review the student level data reported from the weekend backups for a sectionID.